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Approved For Release 2002/01/14 : CIA-RDP79-00065A000100120013-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: 15 November 1957

FROM : Chief, Business Machines Service

VIA : Chief, Management Staff

SUBJECT: Common Employee Index Number

1. Reference is made to your memorandum of 12 July 1957, proposing the establishment and use of a common employee index number. You request that this Staff evaluate this proposal for the purpose of determining its feasibility from an overall Agency viewpoint.

2. This Staff is in full accord with your proposal and is confident that the benefits to be gained as listed in your memorandum will be realized. The establishment of the common index number will also be of great help when the Agency's accounting requirements are performed by electronic data processing machines methods.

3. There will be no substantial disadvantage in furnishing payroll checks to the various Agency components in numerical rather than alphabetical sequence. We have contacted all components which receive 200 or more checks in one allotment group. It was found that upon receipt of the checks they are regrouped by branches, sections, units, etc. by employee name. It was the consensus of the components contacted that such regrouping can be accomplished with very little if any additional time on the part of the administrative clerks if the checks were received in numerical rather than alphabetical sequence. However, each component did emphasize the need for a control listing for each group of checks. This list should be printed in the same sequence as the checks in each allotment group.

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TRANSMITTAL SLIP		DATE
TO: <i>Mr</i>		<i>19 Nov 57</i>
ROOM NO.	BUILDING	
REMARKS:		
<p><i>Suggest we indicate approval to Dep Compt and proceed to aid in implementation.</i></p>		
FROM: <i>JW</i>		
ROOM NO.	BUILDING	EXTENSION

25X1A9a

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)